



# **Training and Seminars**

# GSA Training Seminars

Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. These seminars are offered to Federal Government employees and military personnel who are interested in learning about GSA's ordering mechanisms: *GSA Advantage!*™, Federal Supply Schedules and our Customer Supply Centers. Additional topics covered could include Personal Property, Fleet Management, Travel and Transportation, Environmental Solutions, NIB/NISH/JWOD, and more! The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

Location	Date	Contact	Phone	E-mail
<b>New England:</b> Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont				
VAMC, Manchester, NH	September 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hartford, CT	September 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
Boston, MA (JFK)**	October 16, 2002	Annie Kuhn	(617) 565-7300	annie.kuhn@gsa.gov
**Vendor Exhibits				
For seminar details and on-line registration, go to: <a href="http://fss.gsa.gov/NewsEvents">fss.gsa.gov/NewsEvents</a> . Would you like a special seminar for a group of 20 or more offering <i>GSA Advantage!</i> ™ Training or on another specific subject at your location? Call Anne Khun at (617) 565-7300.				
<b>Northeast &amp; Caribbean:</b> New Jersey, New York, Puerto Rico and Virgin Islands				
Long Island, NY	October 2002	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov
For seminar details and on-line registration, go to: <a href="http://fss.gsa.gov/NewsEvents">fss.gsa.gov/NewsEvents</a> . Would you like a special seminar for a group of 20 or more offering <i>GSA Advantage!</i> ™ training or on another specific subject at your location? Call Judy Poskanzer at (212) 264-0305.				
<b>Mid-Atlantic:</b> Delaware, Maryland, Pennsylvania, Virginia, Washington, DC and West Virginia				
Washington, DC	September 12, 2002	Willie Mills	(703) 305-6379	willie.mills@gsa.gov
Chesapeake, VA	September 17, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Philadelphia, PA	October 23, 2002	Gloria Sarno	(215) 656-3873	gloria.sarno@gsa.gov
Roanoke, VA	September 25, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
For seminar details and on-line registration, go to: <a href="http://fss.gsa.gov/NewsEvents">fss.gsa.gov/NewsEvents</a> . If you would like to schedule a seminar for a group of 20 or more at your location, please call (215) 656-3872.				
<b>Southeast Sunbelt:</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee				
Paducah, KY	September 12, 2002	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Orlando, FL	September 19, 2002	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
<b>Great Lakes:</b> Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin				
See the next issue for upcoming seminars.				

## GSA Training Seminars (cont'd.)

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>E-mail</u>
<b>Heartland:</b> Iowa, Nebraska, Kansas and Missouri				
See the next issue for upcoming seminars.				
<b>Greater Southwest:</b> Arkansas, Louisiana, New Mexico, Oklahoma and Texas				
See the next issue for upcoming seminars.				
<b>Pacific Rim:</b> California, Arizona, Nevada, Hawaii, and the Far East				
Yokosuka, Japan	September 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Monterey, CA	September 4, 2002	Katrina Watson	(415) 522-2186	katrina.watson@gsa.gov
Las Vega, NV	September 5, 2002	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Misawa, Japan	September 5, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Iwakuni, Japan	September 10, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Sasebo, Japan	September 12, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
For a free customized on-site seminar at your location, call (877) 836-4859 in Arizona, California and Nevada; (808) 541-1776 in Hawaii; DSN 225-9252 on Mainland Japan; DSN 634-3641 in Okinawa; DSN 784-6515 in Korea.				
<b>Rocky Mountain:</b> Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming				
See the next issue for upcoming seminars.				
<b>Northwest Arctic:</b> Washington, Oregon, Idaho and Alaska				
Walla Walla, WA	September	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Okanogan, WA	September	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Bend, OR	September	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Fairbanks/Eielson, AK	October 2002	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Juneau, AK	November 2002	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov





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# Worldwide Travel Training FY 2003

## Our People Make the Difference!

We've got the knowledge, the expertise, and the most up-to-date information to put you in control of all your travel needs.

You could say that we're the experts in the field of Government travel. We've been providing travel training to the Federal community for over 20 years. In partnership with the GSA's Office of Government-wide Policy, we have instant access to rapidly changing regulations.

Some of the most recent changes include:

- The new electronic voucher,
- The automation of a paperless society for government travelers,
- Prompt payment of vouchers within 30 days,

*... and much more!*

## How to Register for Travel Training

Once you've found the course, date, and location of your choice, registration is easy. Simply complete your agency training form and submit it by one of the following methods:

### Fax

Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form) to (202) 619-8914.

### Mail

Mail the completed agency training form to:  
Registrar  
GSA Travel Training Branch  
490 L'Enfant Plaza, SW, Suite 8214  
Washington, DC 20407

## GSA Travel Training Branch – The Easy Way to be Kept Up-to-Date

Constantly changing travel regulations and new technology can be really confusing. Keeping up with all the changes is virtually impossible. That's where GSA's Travel Training Branch comes in.

Our 2002 catalog offers a wide range of courses throughout the calendar year in locations around the country. We'll conduct on-site training and customize courses. Our classes fill up rapidly, so enroll early to ensure your place.



## Three Ways to Pay

- By Training Form or Purchase Order
- By Government purchase card
- By Check payable to GSA/FSS – Travel Training Branch

To find out more about our on-site training course, please contact Travel Training Branch at (202) 619-8907, e-mail us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov), or visit our website at [fss.gsa.gov/training/transtrav](http://fss.gsa.gov/training/transtrav).

## Special Needs

Employees with special needs who are nominated for training, please call Betho Vogelsinger at (202) 619-8907, or email: [travel.training@gsa.gov](mailto:travel.training@gsa.gov) to discuss special arrangements.

# Group Specials and Custom Courses

Let the GSA Mid-Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your own organization, or you may join other Federal, state, or local government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs.

To discuss "Group Specials" and customized courses, rates, and services, please call Nancy Murphy at (202) 619-8907, or e-mail: [Nancy.Murphy@gsa.gov](mailto:Nancy.Murphy@gsa.gov).





## Imprest Fund Cashiers

### Course Number 1715



This course teaches the responsibilities of Imprest Fund

Cashiers. Students learn how to use transmittals and prepare accountability reconciliation forms (including Standard Forms 1128 and 1164) for agency finance offices and to process travel receipt documentation forms for collection. The course also explains the Department of Treasury's regulations for Imprest Fund Cashiers. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

**Intended for:** Imprest fund cashiers, financial officers, administrative personnel, travel personnel, and agency policy-level personnel.

**Prerequisites:** None

**Cost:** \$690

**Length:** 2 Days

#### 2002 Course Schedule:

<u>Location</u>	<u>Session #</u>	<u>Date</u>
See upcoming issues for dates and locations.		

## Relocation Allowances: Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR) Vol. 2

### Course Number 1745

This course explains in "plain language" allowances provided to eligible civilian employees making a permanent change of duty station:

- Travel authorizations, advances and vouchers
- Service agreements
- Househunting and enroute travel
- Temporary quarters
- Shipment of household goods/automobiles
- Property management
- Real estate expenses
- Miscellaneous expenses
- Last move home

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing, supervising, and policy officials.

**Prerequisites:** None

**Cost:** \$900

**Length:** 3 Days

#### 2002 Course Schedule:

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
Kansas City, MO	1745-14	Sept. 17-19
Pensacola, FL	1745-14	Sept. 17-19
Washington, DC	1745-35	Sept. 10-12

# Temporary Duty Travel Federal Regulation (RFTR)

## Course Number 1760

This course teaches students in “plain language” to understand temporary duty travel allowances and responsibilities concerning:

- Travel authorizations
- Contract city-pair fares
- Travel Management System (TMS)
- Travel charge card
- Rental cars
- Per-diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of Federal travel allowances make annual or even twice-yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing, supervising, and policy officials.

**Prerequisites:** None.

**Cost:** \$713

**Length:** 2-1/2 days

### 2002 Course Schedule:

<u>Location</u>	<u>Course/ Session #</u>	<u>Date</u>
Phoenix, AZ	1760-14	Sept. 10-12
Washington, DC	1760-33	Sept. 17-19

# Approving Official Responsibilities

## Course Number 1761

The Joint Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force recommended that agencies shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee.

Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment. Such individuals should be closer to the employee in both proximity and in knowledge of the employee's need to perform official travel, and therefore better able to determine if the claimed expenses are reasonable and were necessary.

### Course content includes:

- Travel authorizations
- Prompt payment of vouchers
- Contract City Pair Fares
- Agency responsibility
- Types of expenses covered by per-diem
- Travel of 24 hours or less
- Cancelled TDY
- Deviations for personal travel
- Requirements for voucher submission
- Actual expense
- Miscellaneous expenses
- Use of POVs
- Transportation allowable
- Receipt requirements

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at (202) 619-8907 or e-mail: [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



## Relocation Income Tax Allowances

### Course Number 1750

Updated to the new “plain language” format, this course looks at the treatment of reimbursed moving expenses by Federal tax regulations. Students learn to distinguish between Federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

**Intended for:** Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

**Prerequisites:**

Relocation Allowances: 1745

**Cost:** \$811

**Length:** 2 Days

**Location**

Washington, DC

**Course/  
Session #**

1750-06

**Date**

Sept 9-10



## Conference Planning

### Course Number 1780

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per-diem and pay for light refreshments. Discuss where to hold meetings and conferences nationwide, obtain proposals, estimating budget costs, what's included in room rate, using approved hotel accommodations, agency requirements for conferences, and the best times to hold conferences.

**Intended for:** Meeting planners and other personnel involved in meetings and conferences.

**Prerequisites:** None

**Cost:** \$420

**Length:** 3 Hours

**Location**

Washington, DC

**Course/  
Session #**

1780-05

**Date**

Sept. 18

# Temporary Duty Travel: Joint Federal Travel Regulations (JFTR) — Vol. 1: Uniformed Services

## Course Number 1765

This course teaches students to understand temporary duty travel allowances and responsibilities for those who are uniformed members for Department of Defense. Topics covered are:

- Travel authorizations
- Contract Travel Office (CTO)
- Travel charge card program
- Rental cars
- Per-diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing, supervising, and policy officials.

**Prerequisites:** None

**Cost:** \$713

**Length:** 2-1/2 Days

**Location**

Washington, DC

**Course/  
Session #**

1765-10

**Date**

Sept 16-18

# Temporary Duty Travel: Department of Defense Joint Travel Regulations (JTR) — Vol. 2

## Course Number 1770

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations - Vol. 2 for civilian employees with the Department of Defense. Topics covered are:

- Travel authorizations
- Contract airfares
- Contract Travel Office (CTO)
- Travel charge card program
- Rental cars
- per-diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

**Intended for:** Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Prerequisites:** None

**Cost:** \$713

**Length:** 2-1/2 Days

**Location**

See upcoming issues for dates and locations.

**Course/  
Session #**

**Date**

# Shipping Household Goods

## Course Number 1755

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and work with loss and damage claims.

Students also learn to select a carrier, book the shipment, and issue the Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, moving industry practices, and shipment

handling; determining the market or replacement value of household goods; assisting employees in preparing damage/loss claims; and analyzing a carrier claim settlement.

**Intended for:** Administrative and supply officers, transportation officers, and GBL issuing officers.

**Prerequisites:** None

**Cost:** \$768

**Length:** 2-1/2 Days

**Location**  
Washington, DC

**Course/  
Session #**  
1755-06

**Date**  
Sept. 9-11



# Travel Manager for Windows

## Course Number 1769

This course teaches students to use computer software to automatically calculate travel costs and allowances and produce a correct agency travel form. Software includes the following:

- Contract airfares worldwide
- Per-diem rates worldwide
- Rental cars
- Fire safe hotels
- Maps of locations
- Tax-exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulation on line

Students learn how the system applies correct travel regulations and per-diem rates according to Federal Travel Regulation.

Intended for travel managers and staff persons who process travel documents, budget officials, and travelers.

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at (202) 619-8907, or e-mail us at:

[travel.training@gsa.gov](mailto:travel.training@gsa.gov)







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